



Natural Resources Conservation Service
375 Jackson St. Suite 600
St. Paul, MN 55101

Phone: (651) 602-7900
Fax: (651) 602-7914

Transmitted via email

March 23, 2007

MINNESOTA BULLETIN NO. 120-7-8

SUBJECT: ADS - VEHICLE MANAGEMENT

Purpose. To provided offices with instructions on reporting vehicle accidents.

Expiration Date. September 30, 2008

In the event of an accident, offices are reminded of the following rules that must be adhered to:

1. Notify your supervisor immediately.
2. Prepare accident forms found in each vehicle's accident kit.
3. Follow the steps outlined on the vehicle accident checklist Blue card.
4. Submit accident forms within 3 days to the state office.
5. Obtain police reports, if applicable.

Questions concerning the completion of accident forms should be directed to your area safety chair. In the state office, employees should work with the State Safety & Health Officer.

WILLIAM HUNT
State Conservationist

DIST: AE

